General Purpose Commercial Information Technology Equipment,

Software, and Services

Assessment & Testing Services, LLC

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SDVOSB

SPECIAL ITEM NUMBER 132-50 - TRAINING COURSES
FSC/PSC Class U012 INFORMATION TRAINING

CONTRACT NUMBER: _____

PERIOD COVERED BY CONTRACT: _____

General Services Administration
Federal Acquisition Service

PRICELIST CURRENT THROUGH MODIFICATION PS-001 DATED OCTOBER 17, 2011

Products and ordering information in this Authorized Information Technology Schedule Pricelist are also available on the GSA Advantage! System (http://www.gsaadvantage.gov).

AUTHORIZED
INFORMATION TECHNOLOGY SCHEDULE PRICE LIST

General Purpose Commercial Information Technology Equipment,

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Contents

INFORMATION FOR ORDERING ACTIVITIES APPLICABLE TO ALL SPECIAL ITEM NUMBERS

SPECIAL NOTICE TO AGENCIES: Small Business Participation

SBA strongly supports the participation of small business concerns in the Federal Acquisition Service. To enhance Small Business Participation SBA policy allows agencies to include in their procurement base and goals, the dollar value of orders expected to be placed against the Federal Supply Schedules, and to report accomplishments against these goals.

For orders exceeding the micropurchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!™ on-line shopping service (www.gsaadvantage.gov). The catalogs/pricelists, GSA Advantage!™ and the Federal Acquisition Service Home Page (www.gsa.gov/fas) contain information on a broad array of products and services offered by small business concerns.

This information should be used as a tool to assist ordering activities in meeting or exceeding established small business goals. It should also be used as a tool to assist in including small, small disadvantaged, and women-owned small businesses among those considered when selecting pricelists for a best value determination.

For orders exceeding the micropurchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirement.

1.   GEOGRAPHIC SCOPE OF CONTRACT:

Domestic delivery is delivery within the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. Territories. Domestic delivery also includes a port or consolidation point, within the aforementioned areas, for orders received from overseas activities.

Overseas delivery is delivery to points outside of the 48 contiguous states, Washington, DC, Alaska, Hawaii, Puerto Rico, and U.S. Territories.

Offerors are requested to check one of the following boxes:
- [X]   The Geographic Scope of Contract will be domestic and overseas delivery.
- [ ] The Geographic Scope of Contract will be overseas delivery only.
- [ ] The Geographic Scope of Contract will be domestic delivery only.

For Special Item Number 132-53 Wireless Services ONLY, if awarded, list the limited geographic coverage area:
_____

2.   CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION:

Assessment and Testing Services, LLC
12567 W. Cedar Drive, Suite 104
Lakewood, CO 80228

Contractor must accept the credit card for payments equal to or less than the micro-purchase for oral or written orders under this contract. The Contractor and the ordering agency may agree to use the credit card for dollar amounts over the micro-purchase threshold (See GSAR 552.232-79 Payment by Credit Card). In addition, bank account information for wire transfer payments will be shown on the invoice.

The following telephone number(s) can be used by ordering activities to obtain technical and/or ordering assistance:

(303) 988-5134

3. LIABILITY FOR INJURY OR DAMAGE

The Contractor shall not be liable for any injury to ordering activity personnel or damage to ordering activity property arising from the use of equipment maintained by the Contractor, unless such injury or damage is due to the fault or negligence of the Contractor.

4. STATISTICAL DATA FOR GOVERNMENT ORDERING OFFICE COMPLETION OF STANDARD FORM 279:

Block 9: G. Order/Modification Under Federal Schedule Contract
Block 16: Data Universal Numbering System (DUNS) Number: 949126937
Block 30: Type of Contractor: B. Other Small Business

A.	Small Disadvantaged Business
B.	Other Small Business
C.	Large Business
G.	Other Nonprofit Organization
L.	Foreign Contractor

Block 31: Woman-Owned Small Business - No
Block 37: Contractor's Taxpayer Identification Number (TIN): 262645384
Block 40: Veteran Owned Small Business (VOSB): A: Service Disabled Veteran Owned Small Business

A:	Service Disabled Veteran Owned Small Business
B:	Other Veteran Owned Small Business

4a. CAGE Code: 64X60
4b. Contractor has registered with the Central Contractor Registration Database.

5. FOB DESTINATION

6. DELIVERY SCHEDULE

a. TIME OF DELIVERY: The Contractor shall deliver to destination within the number of calendar days after receipt of order (ARO), as set forth below:

b.   URGENT REQUIREMENTS: When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering activity, ordering activities are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering activity, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

c.   i.   SIN 132-54 and SIN 132-55, ACCELERATED SERVICE DELIVERY (7 calendar days or less): the time required for COMSATCOM services to be available after order award. Under Accelerated Service Task Orders, service acceptance testing, unless otherwise required by the satellite provider or host nation, shall be deferred until Ordering Activity operations permit.

ii.   SIN 132-54 and SIN 132-55, TIME-CRITICAL DELIVERY (4 hours or less): the time required for COMSATCOM services to be available after order award. Under Time-Critical Task Orders, service acceptance testing unless otherwise required by the satellite provider or host nation shall be deferred until Ordering Activity operations permit. Time-Critical Delivery shall be predicated on the availability of COMSATCOM transponded capacity (contracted bandwidth and power, pre-arranged Host Nation Agreements, frequency clearance) or COMSATCOM subscription services (bandwidth, terminals, network resources, etc.).

iii. For SIN 132-54 and SIN 132-55, EXTENDED SERVICE DELIVERY TIMES: the time required under extenuating circumstances for COMSATCOM services to be available after order award. Such extenuating circumstances may include extended time required for host nation agreements or landing rights, or other time intensive service delivery requirements as defined in the individual requirement. Any such extended delivery times will be negotiated between the Ordering Activity and Contractor.

7.   DISCOUNTS: Prices shown are NET Prices; Basic Discounts have been deducted.

a.   Prompt Payment: 2% - 10 days from receipt of invoice or date of acceptance, whichever is later.

8.   TRADE AGREEMENTS ACT OF 1979, as amended:

All items are U.S. made end products, designated country end products, Caribbean Basin country end products, Canadian end products, or Mexican end products as defined in the Trade Agreements Act of 1979, as amended.

9.   STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING:

10.   Small Requirements:

The minimum dollar of orders to be issued is $100.

11.   MAXIMUM ORDER

(All dollar amounts are exclusive of any discount for prompt payment.)

a. The Maximum Order for the following Special Item Numbers (SINs) is $25,000:

Special Item Number 132-50 - Training Courses

12. ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS

Ordering activities shall use the ordering procedures of Federal Acquisition Regulation (FAR) 8.405 when placing an order or establishing a BPA for supplies or services. These procedures apply to all schedules.

a. FAR 8.405-1 Ordering procedures for supplies, and services not requiring a statement of work.

b. FAR 8.405-2 Ordering procedures for services requiring a statement of work.

13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS REQUIREMENTS:

Ordering activities acquiring products from this Schedule must comply with the provisions of the Federal Standards Program, as appropriate (reference: NIST Federal Standards Index). Inquiries to determine whether or not specific products listed herein comply with Federal Information Processing Standards (FIPS) or Federal Telecommunication Standards (FED-STDS), which are cited by ordering activities, shall be responded to promptly by the Contractor.

13.1 FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS):
Information Technology products under this Schedule that do not conform to Federal Information Processing Standards (FIPS) should not be acquired unless a waiver has been granted in accordance with the applicable "FIPS Publication." Federal Information Processing Standards Publications (FIPS PUBS) are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Information concerning their availability and applicability should be obtained from the National Technical Information Service (NTIS), 5285 Port Royal Road, Springfield, Virginia 22161. FIPS PUBS include voluntary standards when these are adopted for Federal use. Individual orders for FIPS PUBS should be referred to the NTIS Sales Office, and orders for subscription service should be referred to the NTIS Subscription Officer, both at the above address, or telephone number (703) 487-4650.

13.2 FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS): Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDS) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDS should be obtained from the GSA, Federal Acquisition Service, Specification Section, 470 East L'Enfant Plaza, Suite 8100, SW, Washington, DC 20407, telephone number (202)619-8925. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301)975-2833.

## 14.	CONTRACTOR TASKS / SPECIAL REQUIREMENTS (C-FSS-370) (NOV 2003)

(a)	Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.

(b)	Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. Travel in performance of a task order will only be reimbursable to the extent authorized by the ordering agency. The Industrial Funding Fee does NOT apply to travel and per diem charges.

(c)	Certifications, Licenses and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.

(d)	Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.

(e)	Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.

(f)	Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.

(g)	Documentation/Standards: The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.

(h)	Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.

(i)	Government-Furnished Property: As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.

(j)	Availability of Funds: Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.

(k)	Overtime: For professional services, the labor rates in the Schedule should not vary by virtue of the Contractor having worked overtime. For services applicable to the Service Contract Act (as identified in the Schedule), the labor rates in the Schedule will vary as governed by labor laws (usually assessed a time and a half of the labor rate).

15.   CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES:

Any ordering activity, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs (l) Termination for the ordering activity's convenience, and (m) Termination for Cause (See 52.212-4)

16.   GSA ADVANTAGE!

GSA Advantage! is an on-line, interactive electronic information and ordering system that provides on-line access to vendors' schedule prices with ordering information. GSA Advantage! will allow the user to perform various searches across all contracts including, but not limited to:

    (1)   Manufacturer;
    (2)   Manufacturer's Part Number; and
    (3)   Product categories.

Agencies can browse GSA Advantage! by accessing the Internet World Wide Web utilizing a browser (ex.: NetScape). The Internet address is http://www.gsaadvantage.gov

17.   PURCHASE OF OPEN MARKET ITEMS

NOTE: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract. Ordering Activities procuring open market items must follow FAR 8.402(f).

For administrative convenience, an ordering activity contracting officer may add items not on the Federal Supply Multiple Award Schedule (MAS) -- referred to as open market items -- to a Federal Supply Schedule blanket purchase agreement (BPA) or an individual task or delivery order, **only if**-

    (1) All applicable acquisition regulations pertaining to the purchase of the items not on the Federal Supply Schedule have been followed (e.g., publicizing (Part 5), competition requirements (Part 6), acquisition of commercial items (Part 12), contracting methods (Parts 13, 14, and 15), and small business programs (Part 19));

    (2) The ordering activity contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;

    (3) The items are clearly labeled on the order as items not on the Federal Supply Schedule; and

    (4) All clauses applicable to items not on the Federal Supply Schedule are included in the order.

18.   CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS

a.   For the purpose of this contract, commitments, warranties and representations include, in addition to those agreed to for the entire schedule contract:

    (1) Time of delivery/installation quotations for individual orders;

    (2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a

product/equipment/ service/software package submitted in response to requirements which result in orders under this schedule contract.

   (3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.

b.   The above is not intended to encompass items not currently covered by the GSA Schedule contract.

c.   The maintenance/repair service provided is the standard commercial terms and conditions for the type of products and/or services awarded.

19.   OVERSEAS ACTIVITIES

The terms and conditions of this contract shall apply to all orders for installation, maintenance and repair of equipment in areas listed in the pricelist outside the 48 contiguous states and the District of Columbia, except as indicated below:

Upon request of the Contractor, the ordering activity may provide the Contractor with logistics support, as available, in accordance with all applicable ordering activity regulations. Such ordering activity support will be provided on a reimbursable basis, and will only be provided to the Contractor's technical personnel whose services are exclusively required for the fulfillment of the terms and conditions of this contract.

20.   BLANKET PURCHASE AGREEMENTS (BPAs)

The use of BPAs under any schedule contract to fill repetitive needs for supplies or services is allowable. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPA and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). Ordering activities shall follow FAR 8.405-3 when creating and implementing BPA(s).

21.   CONTRACTOR TEAM ARRANGEMENTS

Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with Clauses 552.238-74, Industrial Funding Fee and Sales Reporting, i.e., each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.

INSTALLATION, DEINSTALLATION, REINSTALLATION

The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of $2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall received less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds $2,000, then the requirements of the Davis-Bacon Act applies.

The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, deinstallation, and reinstallation services under SIN 132-8 or 132-9.

23.   SECTION 508 COMPLIANCE.

I certify that in accordance with 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d), FAR 39.2, and the Architectural and Transportation Barriers Compliance Board Electronic and Information Technology (EIT) Accessibility Standards (36 CFR 1194) General Services Administration (GSA), that all IT hardware/software/services are 508 compliant:

Yes   X

No   _____

The offeror is required to submit with its offer a designated area on its website that outlines the Voluntary Product Accessibility Template (VPAT) or equivalent qualification, which ultimately becomes the Government Product Accessibility Template (GPAT). Section 508 compliance information on the supplies and services in this contract are available at the following website address (URL): http://www.assessandtest.com

The EIT standard can be found at: www.Section508.gov/.

24.   PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.

Prime Contractors (on cost reimbursement contracts) placing orders under Federal Supply Schedules, on behalf of an ordering activity, shall follow the terms of the applicable schedule and authorization and include with each order –

(a) A copy of the authorization from the ordering activity with whom the contractor has the prime contract (unless a copy was previously furnished to the Federal Supply Schedule contractor); and

(b) The following statement:

This order is placed under written authorization from _____ dated _____. In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the latter will govern.

25.   INSURANCE—WORK ON A GOVERNMENT INSTALLATION (JAN 1997)(FAR 52.228-5)

(a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.

(b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective—

(1) For such period as the laws of the State in which this contract is to be performed prescribe; or

(2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.

(c) The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

26.   SOFTWARE INTEROPERABILITY.

Offerors are encouraged to identify within their software items any component interfaces that support open standard interoperability. An item's interface may be identified as interoperable on the basis of participation in a Government agency-sponsored program or in an independent organization program. Interfaces may be identified by reference to an interface registered in the component registry located at http://www.core.gov.

27.   ADVANCE PAYMENTS

A payment under this contract to provide a service or deliver an article for the United States Government may not be more than the value of the service already provided or the article already delivered. Advance or pre-payment is not authorized or allowed under this contract. (31 U.S.C. 3324)

TERMS AND CONDITIONS APPLICABLE TO PURCHASE OF TRAINING COURSES FOR GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY EQUIPMENT AND SOFTWARE (SPECIAL ITEM NUMBER 132-50)

1.   SCOPE

a.   The Contractor shall provide training courses normally available to commercial customers, which will permit ordering activity users to make full, efficient use of general purpose commercial IT products. Training is restricted to training courses for those products within the scope of this solicitation.

b.   The Contractor shall provide training at the Contractor's facility and/or at the ordering activity's location, as agreed to by the Contractor and the ordering activity.

2.   ORDER

Written orders, EDI orders (GSA Advantage! and FACNET), credit card orders, and orders placed under blanket purchase agreements (BPAs) shall be the basis for the purchase of training courses in accordance with the terms of this contract. Orders shall include the student's name, course title, course date and time, and contracted dollar amount of the course.

3.   TIME OF DELIVERY

The Contractor shall conduct training on the date (time, day, month, and year) agreed to by the Contractor and the ordering activity.

4. CANCELLATION AND RESCHEDULING

a. The ordering activity will notify the Contractor at least seventy-two (72) hours before the scheduled training date, if a student will be unable to attend. The Contractor will then permit the ordering activity to either cancel the order or reschedule the training at no additional charge. In the event the training class is rescheduled, the ordering activity will modify its original training order to specify the time and date of the rescheduled training class.

b. In the event the ordering activity fails to cancel or reschedule a training course within the time frame specified in paragraph a, above, the ordering activity will be liable for the contracted dollar amount of the training course. The Contractor agrees to permit the ordering activity to reschedule a student who fails to attend a training class within ninety (90) days from the original course date, at no additional charge.

c. The ordering activity reserves the right to substitute one student for another up to the first day of class.

d. In the event the Contractor is unable to conduct training on the date agreed to by the Contractor and the ordering activity, the Contractor must notify the ordering activity at least seventy-two (72) hours before the scheduled training date.

5. FOLLOW-UP SUPPORT

The Contractor agrees to provide each student with unlimited telephone support or online support for a period of one (1) year from the completion of the training course. During this period, the student may contact the Contractor's instructors for refresher assistance and answers to related course curriculum questions.

6. PRICE FOR TRAINING

The price that the ordering activity will be charged will be the ordering activity training price in effect at the time of order placement, or the ordering activity price in effect at the time the training course is conducted, whichever is less.

7. INVOICES AND PAYMENT

Invoices for training shall be submitted by the Contractor after ordering activity completion of the training course. Charges for training must be paid in arrears (31 U.S.C. 3324). PROMPT PAYMENT DISCOUNT, IF APPLICABLE, SHALL BE SHOWN ON THE INVOICE.

8. FORMAT AND CONTENT OF TRAINING

a. The Contractor shall provide written materials (i.e., manuals, handbooks, texts, etc.) normally provided with course offerings. Such documentation will become the property of the student upon completion of the training class.

b. **If applicable** For hands-on training courses, there must be a one-to-one assignment of IT equipment to students.

c. The Contractor shall provide each student with a Certificate of Training at the completion of each training course.

d. The Contractor shall provide the following information for each training course offered:

(1) The course title and a brief description of the course content, to include the course format (e.g., lecture, discussion, hands-on training);

(2) The length of the course;

(3) Mandatory and desirable prerequisites for student enrollment;

(4) The minimum and maximum number of students per class;

(5) The locations where the course is offered;

(6) Class schedules; and

(7) Price (per student, per class (if applicable)).

See Appendix A for full course descriptions

e. For those courses conducted at the ordering activity's location, instructor travel charges (if applicable), including mileage and daily living expenses (e.g., per diem charges) are governed by Pub. L. 99-234 and FAR Part 31.205-46, and are reimbursable by the ordering activity on orders placed under the Multiple Award Schedule, as applicable, in effect on the date(s) the travel is performed. Contractors cannot use GSA city pair contracts. The Industrial Funding Fee does NOT apply to travel and per diem charges.

f. For Online Training Courses, a copy of all training material must be available for electronic download by the students.

9.   "NO CHARGE" TRAINING

The Contractor shall describe any training provided with equipment and/or software provided under this contract, free of charge, in the space provided below.

Not applicable

PRODUCTS AND SERVICES PRICELIST

Pricelist

Prices shown are NET Prices; Basic Discounts have been deducted.

1	Boot Camps / CompTIA	3001	CompTIA A+/Network+ (1 seat of Boot Camps training that includes extended hours, exam vouchers and testing) - 7 days of classroom training	7	$2,983.38	Min - 5, Max - 15	USA
2	Boot Camps / CompTIA	3002	CompTIA Linux+ (1 seat of Boot Camps training that includes extended hours, exam vouchers and testing) - 5 days of classroom training	5	$2,367.76	Min - 5, Max - 15	USA
3	Boot Camps / CompTIA	3003	CompTIA A+ Comprehensive (1 seat of Boot Camps training that includes extended hours, exam vouchers and testing) - 5 days of classroom training	5	$2,367.76	Min - 5, Max - 15	USA
4	Boot Camps / CompTIA	3004	CompTIA Network+ (1 seat of Boot Camps training that includes extended hours, exam vouchers and testing) - 5 days of classroom training	5	$2,367.76	Min - 5, Max - 15	USA
5	Boot Camps / CompTIA	3005	CompTIA Security+ (1 seat of Boot Camps training that includes extended hours, exam vouchers and testing) - 5 days of classroom training	5	$2,367.76	Min - 5, Max - 15	USA
6	Boot Camps / EC-Council	3006	EC-Council Certified Ethical Hacker CEH (1 seat of Boot Camps training that includes extended hours, exam vouchers and testing) - 5 days of classroom training	5	$2,741.86	Min - 5, Max - 15	USA
7	Boot Camps / EC-Council	3007	EC-Council Computer Hacking Forensic Investigator - CHFI (1 seat of Boot Camps training that includes extended hours, exam vouchers and testing) - 5 days of classroom training	5	$2,741.86	Min - 5, Max - 15	USA
8	Boot Camps / EC-Council	3008	EC-Council Computer Security Analyst / Licensed Penetration Tester - ECSA/LPT (1 seat of Boot Camps training that includes extended hours, exam vouchers and testing) - 5 days of classroom training	5	$2,741.86	Min - 5, Max - 15	USA
9	Boot Camps / Microsoft	3009	Microsoft Office Specialist (MOS formerly MCAS) 2007 (1 seat of Boot Camps training that includes extended hours, exam vouchers and testing) - 7 days of classroom training	7	$2,793.95	Min - 5, Max - 15	USA
10	Boot Camps / Microsoft	3010	Microsoft Office Specialist (MOS formerly MCAS) 2010 (1 seat of Boot Camps training that includes extended hours, exam vouchers and testing) - 7 days of classroom training	7	$2,793.95	Min - 5, Max - 15	USA
11	Boot Camps / CompTIA	3011	CompTIA A+/Network+ (Up to 15 seats of boot camp training that include extended hours, exam vouchers and testing) - 7 days of classroom training	7	$29,833.75	No min, Max - 15	USA
12	Boot Camps / CompTIA	3012	CompTIA Linux+ (Up to 15 seats of boot camp training that include extended hours, exam vouchers and testing) - 5	5	$23,677.58	No min, Max - 15	USA

			days of classroom training				
13	Boot Camps / CompTIA	3013	CompTIA A+ Comprehensive (Up to 15 seats of boot camp training that include extended hours, exam vouchers and testing) - 5 days of classroom training	5	$23,677.58	No min, Max - 15	USA
14	Boot Camps / CompTIA	3014	CompTIA Network+ (Up to 15 seats of boot camp training that include extended hours, exam vouchers and testing) - 5 days of classroom training	5	$23,677.58	No min, Max - 15	USA
15	Boot Camps / CompTIA	3015	CompTIA Security+ (Up to 15 seats of boot camp training that include extended hours, exam vouchers and testing) - 5 days of classroom training	5	$23,677.58	No min, Max - 15	USA
16	Boot Camps / EC-Council	3016	EC-Council Certified Ethical Hacker CEH (Up to 15 seats of boot camp training that include extended hours, exam vouchers and testing) - 5 days of classroom training	5	$27,418.64	No min, Max - 15	USA
17	Boot Camps / EC-Council	3017	EC-Council Computer Hacking Forensic Investigator - CHFI (Up to 15 seats of boot camp training that include extended hours, exam vouchers and testing) - 5 days of classroom training	5	$27,418.64	No min, Max - 15	USA
18	Boot Camps / EC-Council	3018	EC-Council Computer Security Analyst / Licensed Penetration Tester - ECSA/LPT (Up to 15 seats of boot camp training that include extended hours, exam vouchers and testing) - 5 days of classroom training	5	$27,418.64	No min, Max - 15	USA
19	Boot Camps / Microsoft	3019	Microsoft Office Specialist (MOS formerly MCAS) 2007 (Up to 15 seats of boot camp training that includes extended hours, exam vouchers and testing) - 7 days of classroom training	7	$27,939.55	No min, Max - 15	USA
20	Boot Camps / Microsoft	3020	Microsoft Office Specialist (MOS formerly MCAS) 2010 (Up to 15 seats of boot camp training that includes extended hours, exam vouchers and testing) - 7 days of classroom training	7	$27,939.55	No min, Max - 15	USA
21	CompTIA	2001	A+ Certification Essentials Course (1 seat of CompTIA) 5 days of classroom training	5	$2,130.98	Min - 5, Max - 15	USA
22	CompTIA	2002	A+ Certification Practical Applications Course (1 seat of CompTIA) 5 days of classroom training	5	$2,130.98	Min - 5, Max - 15	USA
23	CompTIA	2003	Linux + Certification Course (1 seat of CompTIA) 5 days of classroom training	5	$2,130.98	Min - 5, Max - 15	USA

24	CompTIA	2004	Networking + Certification Course (1 seat of CompTIA) 5 days of classroom training	5	$2,130.98	Min - 5, Max - 15	USA
25	CompTIA	2005	Project+ Certification Course (1 seat of CompTIA) 5 days of classroom training	5	$2,130.98	Min - 5, Max - 15	USA
26	CompTIA	2006	Security + Certification Course (1 seat of CompTIA) 5 days of classroom training	5	$2,130.98	Min - 5, Max - 15	USA
27	CompTIA	2013	Healthcare IT Technician Certification Course (1 seat of CompTIA) 5 days of classroom training	5	$2,130.98	Min - 5, Max - 15	USA
28	CompTIA	2007	A+ Certification Essentials Course (Up to 15 seats of CompTIA) 5 days of classroom training	5	$21,309.82	No min, Max - 15	USA
29	CompTIA	2008	A+ Certification Practical Applications Course (Up to 15 seats of CompTIA) 5 days of classroom training	5	$21,309.82	No min, Max - 15	USA
30	CompTIA	2009	Linux + Certification Course (Up to 15 seats of CompTIA) 5 days of classroom training	5	$21,309.82	No min, Max - 15	USA
31	CompTIA	2010	Networking + Certification Course (Up to 15 seats of CompTIA) 5 days of classroom training	5	$21,309.82	No min, Max - 15	USA
32	CompTIA	2011	Project+ Certification Course (Up to 15 seats of CompTIA) 5 days of classroom training	5	$21,309.82	No min, Max - 15	USA
33	CompTIA	2012	Security + Certification Course (Up to 15 seats of CompTIA) 5 days of classroom training	5	$21,309.82	No min, Max - 15	USA
34	CompTIA	2014	Healthcare IT Technician Certification Course (Up to 15 seats of CompTIA) 5 days of class room training	5	$21,309.82	No min, Max - 15	USA
35	Microsoft 2007 Application	1001	Excel 2007 Basic (1 seat of MS Office 2007 Applications) 1 day of classroom training	1	$239.62	Min - 5, Max - 15	USA
36	Microsoft 2007 Application	1002	Excel 2007 Intermediate (1 seat of MS Office 2007 Applications) 1 day of classroom training	1	$239.62	Min - 5, Max - 15	USA
37	Microsoft 2007 Application	1003	Excel 2007 Advanced (1 seat of MS Office 2007 Applications) 1 day of classroom training	1	$239.62	Min - 5, Max - 15	USA
38	Microsoft 2007 Application	1004	Word 2007 Basic (1 seat of MS Office 2007 Applications) 1 day of classroom training	1	$239.62	Min - 5, Max - 15	USA
39	Microsoft 2007 Application	1005	Word 2007 Intermediate (1 seat of MS Office 2007 Applications) 1 day of classroom training	1	$239.62	Min - 5, Max - 15	USA

40	Microsoft 2007 Application	1006	Word 2007 Advanced (1 seat of MS Office 2007 Applications) 1 day of classroom training	1	$239.62	Min - 5, Max - 15	USA
41	Microsoft 2007 Application	1007	Access 2007 Basic (1 seat of MS Office 2007 Applications) 1 day of classroom training	1	$239.62	Min - 5, Max - 15	USA
42	Microsoft 2007 Application	1008	Access 2007 Intermediate (1 seat of MS Office 2007 Applications) 1 day of classroom training	1	$239.62	Min - 5, Max - 15	USA
43	Microsoft 2007 Application	1009	Access 2007 Advanced (1 seat of MS Office 2007 Applications) 1 day of classroom training	1	$239.62	Min - 5, Max - 15	USA
44	Microsoft 2007 Application	1010	PowerPoint 2007 Basic (1 seat of MS Office 2007 Applications) 1 day of classroom training	1	$239.62	Min - 5, Max - 15	USA
45	Microsoft 2007 Application	1011	PowerPoint 2007 Advanced (1 seat of MS Office 2007 Applications) 1 day of classroom training	1	$239.62	Min - 5, Max - 15	USA
46	Microsoft 2007 Application	1012	Outlook 2007 Basic (1 seat of MS Office 2007 Applications) 1 day of classroom training	1	$239.62	Min - 5, Max - 15	USA
47	Microsoft 2007 Application	1013	Outlook 2007 Intermediate (1 seat of MS Office 2007 Applications) 1 day of classroom training	1	$239.62	Min - 5, Max - 15	USA
48	Microsoft 2007 Application	1014	Outlook 2007 Advanced (1 seat of MS Office 2007 Applications) 1 day of classroom training	1	$239.62	Min - 5, Max - 15	USA
49	Microsoft 2007 Application	1015	Publisher 2007 Basic (1 seat of MS Office 2007 Applications) 1 day of classroom training	1	$239.62	Min - 5, Max - 15	USA
50	Microsoft 2007 Application	1016	Publisher 2007 Advanced (1 seat of MS Office 2007 Applications) 1 day of classroom training	1	$239.62	Min - 5, Max - 15	USA
51	Microsoft 2007 Application	1017	Visio 2007 Basic (1 seat of MS Office 2007 Applications) 1 day of classroom training	1	$239.62	Min - 5, Max - 15	USA
52	Microsoft 2007 Application	1018	Visio 2007 Advanced (1 seat of MS Office 2007 Applications) 1 day of classroom training	1	$239.62	Min - 5, Max - 15	USA
53	Microsoft 2010 Applications	1019	Excel 2010 Basic (1 seat of Microsoft 2010 Applications training) - 1 day of classroom training	1	$239.62	Min - 5, Max - 15	USA
54	Microsoft 2010 Applications	1020	Excel 2010 Intermediate (1 seat of Microsoft 2010 Applications training) - 1 day of classroom training	1	$239.62	Min - 5, Max - 15	USA
55	Microsoft 2010 Applications	1021	Excel 2010 Advanced (1 seat of Microsoft 2010 Applications training) - 1 day of classroom training	1	$239.62	Min - 5, Max - 15	USA

56	Microsoft 2010 Applications	1022	Word 2010 Basic (1 seat of Microsoft 2010 Applications training) - 1 day of classroom training	1	$239.62	Min - 5, Max - 15	USA
57	Microsoft 2010 Applications	1023	Word 2010 Intermediate (1 seat of Microsoft 2010 Applications training) - 1 day of classroom training	1	$239.62	Min - 5, Max - 15	USA
58	Microsoft 2010 Applications	1024	Word 2010 Advanced (1 seat of Microsoft 2010 Applications training) - 1 day of classroom training	1	$239.62	Min - 5, Max - 15	USA
59	Microsoft 2010 Applications	1025	Access 2010 Basic (1 seat of Microsoft 2010 Applications training) - 1 day of classroom training	1	$239.62	Min - 5, Max - 15	USA
60	Microsoft 2010 Applications	1026	Access 2010 Intermediate (1 seat of Microsoft 2010 Applications training) - 1 day of classroom training	1	$239.62	Min - 5, Max - 15	USA
61	Microsoft 2010 Applications	1027	Access 2010 Advanced (1 seat of Microsoft 2010 Applications training) - 1 day of classroom training	1	$239.62	Min - 5, Max - 15	USA
62	Microsoft 2010 Applications	1028	PowerPoint 2010 Basic (1 seat of Microsoft 2010 Applications training) - 1 day of classroom training	1	$239.62	Min - 5, Max - 15	USA
63	Microsoft 2010 Applications	1029	PowerPoint 2010 Advanced (1 seat of Microsoft 2010 Applications training) - 1 day of classroom training	1	$239.62	Min - 5, Max - 15	USA
64	Microsoft 2010 Applications	1030	Outlook 2010 Basic (1 seat of Microsoft 2010 Applications training) - 1 day of classroom training	1	$239.62	Min - 5, Max - 15	USA
65	Microsoft 2010 Applications	1031	Outlook 2010 Intermediate (1 seat of Microsoft 2010 Applications training) - 1 day of classroom training	1	$239.62	Min - 5, Max - 15	USA
66	Microsoft 2010 Applications	1032	Outlook 2010 Advanced (1 seat of Microsoft 2010 Applications training) - 1 day of classroom training	1	$239.62	Min - 5, Max - 15	USA
67	Microsoft 2010 Applications	1033	Publisher 2010 Basic (1 seat of Microsoft 2010 Applications training) - 1 day of classroom training	1	$239.62	Min - 5, Max - 15	USA
68	Microsoft 2010 Applications	1034	Publisher 2010 Advanced (1 seat of Microsoft 2010 Applications training) - 1 day of classroom training	1	$239.62	Min - 5, Max - 15	USA
69	Microsoft 2010 Applications	1035	Visio 2010 Basic (1 seat of Microsoft 2010 Applications training) - 1 day of classroom training	1	$239.62	Min - 5, Max - 15	USA
70	Microsoft 2007 Application	1036	Visio 2010 Advanced (1 seat of Microsoft 2010 Applications training) - 1 day of classroom training	1	$2,396.17	No min, Max - 15	USA
61	Microsoft 2007 Application	1037	Excel 2007 Basic (Up to 15 seats of MS Office 2007 Applications) 1 day of classroom training	1	$2,396.17	No min, Max - 15	USA

72	Microsoft 2007 Application	1038	Excel 2007 Intermediate (Up to 15 seats of MS Office 2007 Applications) 1 day of classroom training	1	$2,396.17	No min, Max - 15	USA
73	Microsoft 2007 Application	1039	Excel 2007 Advanced (Up to 15 seats of MS Office 2007 Applications) 1 day of classroom training	1	$2,396.17	No min, Max - 15	USA
74	Microsoft 2007 Application	1040	Word 2007 Basic (Up to 15 seats of MS Office 2007 Applications) 1 day of classroom training	1	$2,396.17	No min, Max - 15	USA
75	Microsoft 2007 Application	1041	Word 2007 Intermediate (Up to 15 seats of MS Office 2007 Applications) 1 day of classroom training	1	$2,396.17	No min, Max - 15	USA
76	Microsoft 2007 Application	1042	Word 2007 Advanced (Up to 15 seats of MS Office 2007 Applications) 1 day of classroom training	1	$2,396.17	No min, Max - 15	USA
77	Microsoft 2007 Application	1043	Access 2007 Basic (Up to 15 seats of MS Office 2007 Applications) 1 day of classroom training	1	$2,396.17	No min, Max - 15	USA
78	Microsoft 2007 Application	1044	Access 2007 Intermediate (Up to 15 seats of MS Office 2007 Applications) 1 day of classroom training	1	$2,396.17	No min, Max - 15	USA
79	Microsoft 2007 Application	1045	Access 2007 Advanced (Up to 15 seats of MS Office 2007 Applications) 1 day of classroom training	1	$2,396.17	No min, Max - 15	USA
80	Microsoft 2007 Application	1046	PowerPoint 2007 Basic (Up to 15 seats of MS Office 2007 Applications) 1 day of classroom training	1	$2,396.17	No min, Max - 15	USA
81	Microsoft 2007 Application	1047	PowerPoint 2007 Advanced (Up to 15 seats of MS Office 2007 Applications) 1 day of classroom training	1	$2,396.17	No min, Max - 15	USA
82	Microsoft 2007 Application	1048	Outlook 2007 Basic (Up to 15 seats of MS Office 2007 Applications) 1 day of classroom training	1	$2,396.17	No min, Max - 15	USA
83	Microsoft 2007 Application	1049	Outlook 2007 Intermediate (Up to 15 seats of MS Office 2007 Applications) 1 day of classroom training	1	$2,396.17	No min, Max - 15	USA
84	Microsoft 2007 Application	1050	Outlook 2007 Advanced (Up to 15 seats of MS Office 2007 Applications) 1 day of classroom training	1	$2,396.17	No min, Max - 15	USA
85	Microsoft 2007 Application	1051	Publisher 2007 Basic (Up to 15 seats of MS Office 2007 Applications) 1 day of classroom training	1	$2,396.17	No min, Max - 15	USA
86	Microsoft 2007 Application	1052	Visio 2007 Basic (Up to 15 seats of MS Office 2007 Applications) 1 day of classroom training	1	$2,396.17	No min, Max - 15	USA
87	Microsoft 2007 Application	1053	Visio 2007 Advanced (Up to 15 seats of MS Office 2007 Applications) 1 day of classroom training	1	$2,396.17	No min, Max - 15	USA

88	Microsoft 2010 Applications	1054	Excel 2010 Basic (Up to 15 seats of Microsoft 2010 Applications training) - 1 day of classroom training	1	$2,396.17	No min, Max - 15	USA
89	Microsoft 2010 Applications	1055	Excel 2010 Intermediate (Up to 15 seats of Microsoft 2010 Applications training) - 1 day of classroom training	1	$2,396.17	No min, Max - 15	USA
90	Microsoft 2010 Applications	1056	Excel 2010 Advanced (Up to 15 seats of Microsoft 2010 Applications training) - 1 day of classroom training	1	$2,396.17	No min, Max - 15	USA
91	Microsoft 2010 Applications	1057	Word 2010 Basic (Up to 15 seats of Microsoft 2010 Applications training) - 1 day of classroom training	1	$2,396.17	No min, Max - 15	USA
92	Microsoft 2010 Applications	1058	Word 2010 Intermediate (Up to 15 seats of Microsoft 2010 Applications training) - 1 day of classroom training	1	$2,396.17	No min, Max - 15	USA
93	Microsoft 2010 Applications	1059	Word 2010 Advanced (Up to 15 seats of Microsoft 2010 Applications training) - 1 day of classroom training	1	$2,396.17	No min, Max - 15	USA
94	Microsoft 2010 Applications	1060	Access 2010 Basic (Up to 15 seats of Microsoft 2010 Applications training) - 1 day of classroom training	1	$2,396.17	No min, Max - 15	USA
95	Microsoft 2010 Applications	1061	Access 2010 Intermediate (Up to 15 seats of Microsoft 2010 Applications training) - 1 day of classroom training	1	$2,396.17	No min, Max - 15	USA
96	Microsoft 2010 Applications	1062	Access 2010 Advanced (Up to 15 seats of Microsoft 2010 Applications training) - 1 day of classroom training	1	$2,396.17	No min, Max - 15	USA
97	Microsoft 2010 Applications	1063	PowerPoint 2010 Basic (Up to 15 seats of Microsoft 2010 Applications training) - 1 day of classroom training	1	$2,396.17	No min, Max - 15	USA
98	Microsoft 2010 Applications	1064	PowerPoint 2010 Advanced (Up to 15 seats of Microsoft 2010 Applications training) - 1 day of classroom training	1	$2,396.17	No min, Max - 15	USA
99	Microsoft 2010 Applications	1065	Outlook 2010 Basic (Up to 15 seats of Microsoft 2010 Applications training) - 1 day of classroom training	1	$2,396.17	No min, Max - 15	USA
100	Microsoft 2010 Applications	1066	Outlook 2010 Intermediate (Up to 15 seats of Microsoft 2010 Applications training) - 1 day of classroom training	1	$2,396.17	No min, Max - 15	USA
101	Microsoft 2010 Applications	1067	Outlook 2010 Advanced (Up to 15 seats of Microsoft 2010 Applications training) - 1 day of classroom training	1	$2,396.17	No min, Max - 15	USA
102	Microsoft 2010 Applications	1068	Publisher 2010 Basic (Up to 15 seats of Microsoft 2010 Applications training) - 1 day of classroom training	1	$2,396.17	No min, Max - 15	USA
103	Microsoft 2010 Applications	1069	Visio 2010 Basic (Up to 15 seats of Microsoft 2010 Applications training) - 1 day of classroom training	1	$2,396.17	No min, Max - 15	USA

| 104 | Microsoft 2010 Applications | 1070 | Visio 2010 Advanced (Up to 15 seats of Microsoft 2010 Applications training) - 1 day of classroom training | 1 | $2,396.17 | No min, Max - 15 | USA |

USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

PREAMBLE

Assessment and Testing Services, LLC provides commercial products and services to ordering activities. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

COMMITMENT

To actively seek and partner with small businesses.

To identify, qualify, mentor and develop small, small disadvantaged and women-owned small businesses by purchasing from these businesses whenever practical.

To develop and promote company policy initiatives that demonstrate our support for awarding contracts and subcontracts to small business concerns.

To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small business to supply products and services to our company.

To insure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged, and women-owned small businesses.

To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.

To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact **Kimberly Shockley-Babb – phone: 303-988-5134, fax: 720-282-0134, email: kshockleybabb@assessandtest.com.**

BEST VALUE BLANKET PURCHASE AGREEMENT FEDERAL SUPPLY SCHEDULE

Assessment and Testing Services, LLC

In the spirit of the Federal Acquisition Streamlining Act   (ordering activity) and (Assessment and Testing Services, LLC) enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s) _____.

Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as: search for sources; the development of technical documents, solicitations and the evaluation of offers. Teaming Arrangements are permitted with Federal Supply Schedule Contractors in accordance with Federal Acquisition Regulation (FAR) 9.6.

This BPA will further decrease costs, reduce paperwork, and save time by eliminating the need for repetitive, individual purchases from the schedule contract. The end result is to create a purchasing mechanism for the ordering activity that works better and costs less.

Signatures

_____   _____

Ordering Activity   Date   Assessment and Testing Services, LLC   Date

(CUSTOMER NAME)
BLANKET PURCHASE AGREEMENT

Pursuant to GSA Federal Supply Schedule Contract Number(s)_____, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (ordering activity):

(1) The following contract items can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below:

MODEL NUMBER/PART NUMBER   *SPECIAL
BPA DISCOUNT/PRICE

    _____   _____
    _____   _____
    _____   _____

(2)   Delivery:

DESTINATION   DELIVERY SCHEDULES / DATES

    _____   _____
    _____   _____
    _____   _____

(3)   The ordering activity estimates, but does not guarantee, that the volume of purchases through this agreement will be _____.

(4)   This BPA does not obligate any funds.

(5)   This BPA expires on _____ or at the end of the contract period, whichever is earlier.

(6)   The following office(s) is hereby authorized to place orders under this BPA:

OFFICE   POINT OF CONTACT

    _____   _____
    _____   _____
    _____   _____

(7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, or paper.

(8)   Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:

(a) Name of Contractor;

(b) Contract Number;

(c) BPA Number;

(d) Model Number or National Stock Number (NSN);

(e) Purchase Order Number;

(f) Date of Purchase;

(g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and

(h) Date of Shipment.

(9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.

(10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

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BASIC GUIDELINES FOR USING "CONTRACTOR TEAM ARRANGEMENTS"

Federal Supply Schedule Contractors may use "Contractor Team Arrangements" (see FAR 9.6) to provide solutions when responding to a ordering activity requirements.

These Team Arrangements can be included under a Blanket Purchase Agreement (BPA). BPAs are permitted under all Federal Supply Schedule contracts.

Orders under a Team Arrangement are subject to terms and conditions or the Federal Supply Schedule Contract.

Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors.

Customers should refer to FAR 9.6 for specific details on Team Arrangements.

Here is a general outline on how it works:

- The customer identifies their requirements.

- Federal Supply Schedule Contractors may individually meet the customers needs, or -

- Federal Supply Schedule Contractors may individually submit a Schedules "Team Solution" to meet the customer's requirement.

- Customers make a best value selection.

APPENDIX A – COURSE DESCRIPTIONS

Course Descriptions	
Course Name:	A+ / Network+ Certification Boot Camp
Course Format:	Instructor-led, hands-on
Course Description:	This course will prepare students for the CompTIA A+ Essentials exam (2009 objectives) CompTIA A+ Practical Application certification exam (2009 objectives), and Network+ certification exam. Students will gain the skills and knowledge necessary to perform the following tasks on personal computer hardware and operating systems: • Identify PC components • Configure PC network connections • Provide IT support for portable computers • Monitor and manage Windows operating systems • Diagnose basic hardware problems by using a troubleshooting methodology • Install and upgrade Windows operating systems • Complete preventative maintenance tasks • Install, maintain, troubleshoot, and replace computer hardware and peripherals • Maintain and troubleshoot the Windows operating system • Install a small-office/home-office network, and troubleshoot network connections • Secure personal computers • Basic network structure • Physical layer components, such as network cards and hubs • DataLink layer bridges and IEEE 802 specs • Network layer protocols • Transport layer functions, including name resolution • TCP/IP fundamentals, protocols, addressing, configuration • TCP/IP utilities, such as Telnet and FTP • Remote connectivity • Security from encryption to firewalls • Network planning and installation • Everyday maintenance, backups, patches, virus protection *Includes course manuals, hands-on activities, extended hours, exam prep, three exam vouchers, and testing*
Course Length:	7 Days
Prerequisites:	This is a fast-paced, comprehensive course designed to present the knowledge and skills needed for both CompTIA A+ (2009 Edition) certification exams and the Network+ certification exam. Students taking this course should be highly proficient with personal computers and networking. Furthermore, this course assumes that students have an advanced user-level skills in Windows Vista, Windows XP, or Windows 2000

	Professional.
# of students/class:	Minimum of 5 and maximum of 15
Class Schedules:	As agreed to between ordering agency and Assessment and Testing Services, LLC
Class Location:	Client Site

Course Name:	CompTIA Linux+ Powered by LPI Certification Boot Camp
Course Format:	Instructor-led, hands-on
Course Description:	This five-day CompTIA Linux+ certification course, designed to cover CompTIA's 2011 objectives, builds on your existing user-level knowledge and experience with the Linux operating system, to present fundamental skills and concepts that you will use on the job in any type of Linux career. You will acquire the skills needed to install and support one or more distributions of the Linux operating system and learn information and skills that will be helpful as you prepare for CompTIA® Linux+™ Powered by LPI exams (Exam Codes: LX0–101 and LX0–102). ***Includes course manuals, hands-on activities, extended hours, exam prep, two exam vouchers, and testing***
Course Length:	5 Days
Prerequisites:	This course is designed for students who have minimum of one year of experience in the Linux computer industry or those that have extensive experience with at least one other operating system.
# of students/class:	Minimum of 5 and maximum of 15
Class Schedules:	As agreed to between ordering agency and Assessment and Testing Services, LLC
Class Location:	Client Site

Course Name:	A+ Certification Comprehensive Boot Camp
Course Format:	Instructor-led, hands-on
Course Description:	This course will prepare students for the CompTIA A+ Essentials exam (2009 objectives) and the CompTIA A+ Practical Application certification exam (2009 objectives). It is designed for students seeking to become entry-level IT professionals. Students will gain the skills and knowledge necessary to perform the following tasks on personal computer hardware and operating systems: • Identify PC components • Configure PC network connections • Provide IT support for portable computers • Monitor and manage Windows operating systems

- Diagnose basic hardware problems by using a troubleshooting methodology
- Install and upgrade Windows operating systems
- Complete preventative maintenance tasks
- Install, maintain, troubleshoot, and replace computer hardware and peripherals
- Maintain and troubleshoot the Windows operating system
- Install a small-office/home-office network, and troubleshoot network connections
- Secure personal computers

Includes course manuals, hands-on activities, extended hours, exam prep, two exam vouchers, and testing

Course Length:	5 Days
Prerequisites:	This is a fast-paced, comprehensive course designed to present the knowledge and skills needed for both CompTIA A+ (2009 Edition) certification exams. Students taking this course should be highly proficient with personal computers. Furthermore, this course assumes that students have an advanced user-level skills in Windows Vista, Windows XP, or Windows 2000 Professional.
# of students/class:	Minimum of 5 and maximum of 15
Class Schedules:	As agreed to between ordering agency and Assessment and Testing Services, LLC
Class Location:	Client Site

Course Name:	CompTIA Network+ Boot Camp
Course Format:	Instructor-led, hands-on
Course Description:	Upon successful completion of this course, students will be able to: Describe basic networking and identify different networking models. Describe the basics of data movement, physical media, and network connectivity devices. Use the OSI model and understand Ethernet, Token Ring, FDDI, and wireless networks. Understand data routing and common network protocols such as NetBEUI and TCP/IP. Discover a TCP/IP services. Understand older network protocols still used today, such as IPX/SPX, AppleTalk, Apple Open Transport, and IPv6. Examine the infrastructure of a local area network. Distinguish the different methods used to connect networks together through the public carrier services. Understand the different methods of remote networking. Understand and implement relevant aspects of network security. Apply disaster recovery principles. Describe and employ advanced data storage techniques. Understand and implement network-troubleshooting procedures. Describe the basics of the network operating systems in use today. *Includes course manuals, hands-on activities, extended hours, exam prep, one exam vouchers, and testing*
Course Length:	5 Days
Prerequisites:	Network+ Certification is for the student with 18 to 24 months of professional computer

support experience. It is assumed that you have a general working knowledge of personal computers, some network experience, and have taken the following courses or have equivalent experience: Windows 98: Introduction, Windows 2000: Introduction. The following courses are highly recommended: A+ Certification.

# of students/class:	Minimum of 5 and maximum of 15
Class Schedules:	As agreed to between ordering agency and Assessment and Testing Services, LLC
Class Location:	Client Site

Course Name:	CompTIA Security+ Boot Camp
Course Format:	Instructor-led, hands-on
Course Description:	Upon successful completion of this course, students will be able to: Identify security threats. Harden internal systems and services. Harden internetwork devices and services. Secure network communications. Manage a PKI. Manage certificates. Enforce an organizational security policy. Monitor the security infrastructure.
	Includes course manuals, hands-on activities, extended hours, exam prep, one exam voucher, and testing
Course Length:	5 Days
Prerequisites:	CompTIA A+ and Network+ certifications, or equivalent knowledge, and six to nine months experience in networking, including experience configuring and managing TCP/IP.
# of students/class:	Minimum of 5 and maximum of 15
Class Schedules:	As agreed to between ordering agency and Assessment and Testing Services, LLC
Class Location:	Client Site

Course Name:	EC-Council Certified Ethical Hacker (CEH) Boot Camp
Course Format:	Instructor-led, hands-on
Course Description:	This class will immerse the students into an interactive environment where they will be shown how to scan, test, hack and secure their own systems. The lab intensive environment gives each student in-depth knowledge and practical experience with the current essential security systems. Students will begin by understanding how perimeter defenses work and then be lead into scanning and attacking their own networks, no real network is harmed. Students then learn how intruders escalate privileges and what steps can be taken to secure a system. Students will also learn about Intrusion Detection, Policy Creation, Social Engineering, DDoS Attacks, Buffer Overflows and Virus Creation.

When a student leaves this intensive 5 day class they will have hands on understanding and experience in Ethical Hacking. This course prepares you for EC-Council Certified Ethical Hacker exam 312-50

Includes course manuals, hands-on activities, extended hours, exam prep, one exam, and testing

Course Length:	5 Days
Prerequisites:	None
# of students/class:	Minimum of 5 and maximum of 15
Class Schedules:	As agreed to between ordering agency and Assessment and Testing Services, LLC
Class Location:	Client Site

Course Name:	EC-Council Computer Hacking Forensic Investigator (CHFI) Boot Camp
Course Format:	Instructor-led, hands-on
Course Description:	The CHFI course will give participants the necessary skills to identify an intruder's footprints and to properly gather the necessary evidence to prosecute. Many of today's top tools of the forensic trade will be taught during this course, including software, hardware and specialized techniques. The need for businesses to become more efficient and integrated with one another, as well as the home user, has given way to a new type of criminal, the "cyber-criminal." It is no longer a matter of "will your organization be comprised (hacked)?" but, rather, "when?" Today's battles between corporations, governments, and countries are no longer fought only in the typical arenas of boardrooms or battlefields using physical force. Now the battlefield starts in the technical realm, which ties into most every facet of modern day life. If you or your organization requires the knowledge or skills to identify, track, and prosecute the cyber-criminal, then this is the course for you.

Includes course manuals, hands-on activities, extended hours, exam prep, one exam, and testing

Course Length:	5 Days
Prerequisites:	It is strongly recommended that you attend CEH class before enrolling in the CHFI program.
# of students/class:	Minimum of 5 and maximum of 15
Class Schedules:	As agreed to between ordering agency and Assessment and Testing Services, LLC
Class Location:	Client Site

Course Name:	EC-Council Certified Security Analyst (ECSA) / Licensed Penetration Tester (LPT) Boot Camp
Course Format:	Instructor-led, hands-on
Course Description:	EC-Council's Certified Security Analyst/LPT program is a highly interactive 5-day security class designed to teach Security Professionals the advanced uses of the LPT methodologies, tools and techniques required to perform comprehensive information security tests. Students will learn how to design, secure and test networks to protect your organization from the threats hackers and crackers pose. By teaching the tools and ground breaking techniques for security and penetration testing, this class will help you perform the intensive assessments required to effectively identify and mitigate risks to the security of your infrastructure. As students learn to identify security problems, they also learn how to avoid and eliminate them, with the class providing complete coverage of analysis and network security-testing topics.
	To obtain LPT a candidate must:
	1. Achieve the Certified Ethical Hacker (CEH) Certification.
	2. Achieve the EC-Council Certified Security Analyst (ECSA) certification.
	3. Complete and submit the LPT Application form along with required documents and payment ($500) to EC-Council directly. **
	Includes course manuals, hands-on activities, extended hours, exam prep, one exam, and testing
	** **This course does not include the $500 fee required for LPT Application to EC-Council.**
Course Length:	5 Days
Prerequisites:	Certified Ethical Hacker (CEH) certification
# of students/class:	Minimum of 5 and maximum of 15
Class Schedules:	As agreed to between ordering agency and Assessment and Testing Services, LLC
Class Location:	Client Site
Course Name:	Microsoft Office Specialist (MOS –formerly MCAS) 2007 Boot Camp
Course Format:	Instructor-led, hands-on
Course Description:	The goal of the 7-day Microsoft MCAS Certification Boot Camp for Microsoft Office 2007 is to provide information technology professionals expertise with the 2007 Microsoft Office suite of business productivity programs. An upgrade to the Microsoft Office Specialist Certification, the Microsoft Business Certification program specifically targets workplace demand for 2007 Office system skills. Our Training Class program covers the following:

	• Exam 77-601: Microsoft Office Word 2007 • Exam 77-602: Microsoft Office Excel 2007 • Exam 77-603: Microsoft Office PowerPoint 2007 ***Includes course manuals, hands-on activities, extended hours, exam prep, three exams, and testing***
Course Length:	7 Days
Prerequisites:	Intermediate experience with Microsoft Office Word 2007, Excel 2007 and PowerPoint 2007
# of students/class:	Minimum of 5 and maximum of 15
Class Schedules:	As agreed to between ordering agency and Assessment and Testing Services, LLC
Class Location:	Client Site
Course Name:	Microsoft Office Specialist (MOS –formerly MCAS) 2010 Boot Camp
Course Format:	Instructor-led, hands-on
Course Description:	The goal of the 7-day Microsoft MCAS Certification Boot Camp for Microsoft Office 2010 is to provide information technology professionals expertise with the 2010 Microsoft Office suite of business productivity programs. An upgrade to the Microsoft Office Specialist Certification, the Microsoft Business Certification program specifically targets workplace demand for 2010 Office system skills. Our Training Class program covers the following: • Exam 77-601: Microsoft Office Word 2010 • Exam 77-602: Microsoft Office Excel 2010 • Exam 77-603: Microsoft Office PowerPoint 2010 ***Includes course manuals, hands-on activities, extended hours, exam prep, three exams, and testing***
Course Length:	7 Days
Prerequisites:	Intermediate experience with Microsoft Office Word 2010, Excel 2010 and PowerPoint 2010
# of students/class:	Minimum of 5 and maximum of 15
Class Schedules:	As agreed to between ordering agency and Assessment and Testing Services, LLC
Class Location:	Client Site
Course Name:	A+ Essentials Certification

Course Format:	Instructor-led, hands-on
Course Description:	This course will prepare students for the CompTIA A+ Essentials exam (2009 objectives) It is designed for students seeking to become entry-level IT professionals. Students will gain the skills and knowledge necessary to perform the following tasks on personal computer hardware and operating systems: • Identify PC components • Configure PC network connections • Provide IT support for portable computers • Monitor and manage Windows operating systems • Diagnose basic hardware problems by using a troubleshooting methodology • Install and upgrade Windows operating systems • Complete preventative maintenance tasks *Includes course manuals, hands-on activities, exam prep, and one exam voucher*
Course Length:	5 Days
Prerequisites:	Familiar with personal computers and the use of a keyboard and a mouse. Completion of a course or have equivalent experience in Windows Vista: Basic, Windows XP: Basic, and/or Windows 2000: Basic
# of students/class:	Minimum of 5 and maximum of 15
Class Schedules:	As agreed to between ordering agency and Assessment and Testing Services, LLC
Class Location:	Client Site

Course Name:	A+ Practical Application Certification
Course Format:	Instructor-led, hands-on
Course Description:	This course is designed for students who have passed the CompTIA A+ Essentials exam and are seeking to become entry-level IT professionals. Students will gain the skills and knowledge necessary to perform the following tasks on personal computer hardware and operating systems: • Install, maintain, troubleshoot, and replace computer hardware and peripherals • Maintain and troubleshoot the Windows operating system • Install a small-office/home-office network, and troubleshoot network connections • Secure personal computers *Includes course manuals, hands-on activities, exam prep, and one exam voucher*
Course Length:	5 Days
Prerequisites:	Familiar with personal computers and the use of a keyboard and a mouse. Furthermore, this course assumes that students have completed the A+ Essentials class or have

	equivalent experience.
# of students/class:	Minimum of 5 and maximum of 15
Class Schedules:	As agreed to between ordering agency and Assessment and Testing Services, LLC
Class Location:	Client Site

Course Name:	CompTIA Linux+ Powered by LPI Certification
Course Format:	Instructor-led, hands-on
Course Description:	This five-day CompTIA Linux+ certification course, designed to cover CompTIA's 2011 objectives, builds on your existing user-level knowledge and experience with the Linux operating system, to present fundamental skills and concepts that you will use on the job in any type of Linux career. You will acquire the skills needed to install and support one or more distributions of the Linux operating system and learn information and skills that will be helpful as you prepare for CompTIA® Linux+™ Powered by LPI exams (Exam Codes: LX0–101 and LX0–102). ***Includes course manuals, hands-on activities, exam prep, and two exam vouchers***
Course Length:	5 Days
Prerequisites:	This course is designed for students who have minimum of one year of experience in the Linux computer industry or those that have extensive experience with at least one other operating system.
# of students/class:	Minimum of 5 and maximum of 15
Class Schedules:	As agreed to between ordering agency and Assessment and Testing Services, LLC
Class Location:	Client Site

Course Name:	CompTIA Network+ Certification
Course Format:	Instructor-led, hands-on
Course Description:	Upon successful completion of this course, students will be able to: Describe basic networking and identify different networking models. Describe the basics of data movement, physical media, and network connectivity devices. Use the OSI model and understand Ethernet, Token Ring, FDDI, and wireless networks. Understand data routing and common network protocols such as NetBEUI and TCP/IP. Discover a TCP/IP services. Understand older network protocols still used today, such as IPX/SPX, AppleTalk, Apple Open Transport, and IPv6. Examine the infrastructure of a local area network. Distinguish the different methods used to connect networks together through the public carrier services. Understand the different methods of remote networking. Understand and implement relevant aspects of network security. Apply disaster recovery

principles. Describe and employ advanced data storage techniques. Understand and implement network-troubleshooting procedures. Describe the basics of the network operating systems in use today.

Includes course manuals, hands-on activities, exam prep, and one exam voucher

Course Length:	5 Days
Prerequisites:	Network+ Certification is for the student with 18 to 24 months of professional computer support experience. It is assumed that you have a general working knowledge of personal computers, some network experience, and have taken the following courses or have equivalent experience: Windows 98: Introduction, Windows 2000: Introduction. The following courses are highly recommended: A+ Certification.
# of students/class:	Minimum of 5 and maximum of 15
Class Schedules:	As agreed to between ordering agency and Assessment and Testing Services, LLC
Class Location:	Client Site

Course Name:	CompTIA Project+ Certification
Course Format:	Instructor-led
Course Description:	The Project+ course helps you acquire the needed knowledge and skills of the entire project life cycle from initiation and planning through execution, acceptance, support and closure. This course gives project managers the skills necessary to complete projects on time and within budget, and creates a common project management language among project team members. This course maps to the CompTIA Project+ certification PK1-003.

Includes course manuals, hands-on activities, exam prep, and one exam voucher

Course Length:	5 Days
Prerequisites:	None
# of students/class:	Minimum of 5 and maximum of 15
Class Schedules:	As agreed to between ordering agency and Assessment and Testing Services, LLC
Class Location:	Client Site

Course Name:	CompTIA Security+ Certification
Course Format:	Instructor-led, hands-on
Course Description:	Upon successful completion of this course, students will be able to: Identify security

threats. Harden internal systems and services. Harden internetwork devices and services. Secure network communications. Manage a PKI. Manage certificates. Enforce an organizational security policy. Monitor the security infrastructure.

Includes course manuals, hands-on activities, exam prep, and one exam voucher

Course Length:	5 Days
Prerequisites:	CompTIA A+ and Network+ certifications, or equivalent knowledge, and six to nine months experience in networking, including experience configuring and managing TCP/IP.
# of students/class:	Minimum of 5 and maximum of 15
Class Schedules:	As agreed to between ordering agency and Assessment and Testing Services, LLC
Class Location:	Client Site

Course Name:	CompTIA Healthcare IT Technician Certification
Course Format:	Instructor-led, hands-on
Course Description:	The CompTIA Healthcare IT Technician will provide students with the knowledge and skills required to implement, deploy, and support Health IT systems in various clinical settings. Successful candidates will understand regulatory requirements, healthcare terminology/acronyms, and possess a basic understanding of practice workflow while adhering to code of conduct policies and security best practices.
	You will identify essential healthcare and IT concepts and terminology and how to integrate the two realms of practice. This course prepares students for CompTIA Exam HIT-001.
	Includes course manuals, hands-on activities, exam prep, and one exam voucher
Course Length:	5 Days
Prerequisites:	While there are no strict prerequisites, CompTIA intends the Healthcare IT Technician certificate to serve as an add-on to the CompTIA® A+® certification.
	Students should have experience and comfort with the following concepts and tasks:

•Computer and networking terminology.
•The functional components of a computer and a network (both wired and wireless).
•Installing and troubleshooting Microsoft® Windows®XP and Windows® 7.
•Installing and troubleshooting software, hardware, and networking components.
•Working with computer peripherals.
•Setting up, maintaining, and troubleshooting mobile devices.
•Computer and network security best practices.

# of students/class:	Minimum of 5 and maximum of 15
Class Schedules:	As agreed to between ordering agency and Assessment and Testing Services, LLC
Class Location:	Client Site

Course Name:	Microsoft Excel 2007/2010 - Basic
Course Format:	Instructor-led, hands-on
Course Description:	

- Explore the Microsoft® Office Excel® 2007 or 2010 environment and create a basic worksheet.
- Perform calculations.
- Modify a worksheet.
- Format a worksheet.
- Print workbook contents.
- Manage large workbooks.

Includes course manuals, hands-on activities

Course Length:	1 Day
Prerequisites:	A basic knowledge of desktop computer programs recommended.
# of students/class:	Minimum of 5 and maximum of 15
Class Schedules:	As agreed to between ordering agency and Assessment and Testing Services, LLC
Class Location:	Client Site

Course Name:	Microsoft Excel 2007/2010 - Intermediate
Course Format:	Instructor-led, hands-on
Course Description:	

- Calculate with advanced formulas.
- Organize worksheet and table data using various techniques.
- Create and modify charts.
- Format charts.
- Analyze data using PivotTables and Pivot Charts.
- Insert graphic objects.
- Layer and group graphic objects.
- Customize and enhance workbooks.
- Create and use templates.

Includes course manuals, hands-on activities

Course Length:	1 Day
Prerequisites:	A basic knowledge of Excel Level 1 recommended.
# of students/class:	Minimum of 5 and maximum of 15
Class Schedules:	As agreed to between ordering agency and Assessment and Testing Services, LLC
Class Location:	Client Site

Course Name:	Microsoft Excel 2007/2010 - Advanced
Course Format:	Instructor-led, hands-on
Course Description:	

- Increase productivity and improve efficiency by streamlining your workflow.
- Collaborate with others using workbooks.
- Audit worksheets.
- Analyze data.
- Work with multiple workbooks.
- Import and export data.
- Use Excel with the web.
- Structure workbooks with XML

Includes course manuals, hands-on activities

Course Length:	1 Day
Prerequisites:	A basic knowledge of Excel Level 1 &2 recommended.
# of students/class:	Minimum of 5 and maximum of 15
Class Schedules:	As agreed to between ordering agency and Assessment and Testing Services, LLC
Class Location:	Client Site

Course Name:	Microsoft Word 2007/2010 - Basic
Course Format:	Instructor-led, hands-on

- Course Description:
- Exploring the Word Environment
- Creating a Document
- Editing a Document
- Formatting Text
- Formatting Paragraphs
- Adding Tables

- Enhancing Visual Appeal Using Graphic Objects
- Proofing a Document
- Controlling Page Appearance

Includes course manuals, hands-on activities

Course Length:	1 Day
Prerequisites:	A basic knowledge of desktop computer programs recommended.
# of students/class:	Minimum of 5 and maximum of 15
Class Schedules:	As agreed to between ordering agency and Assessment and Testing Services, LLC
Class Location:	Client Site

Course Name:	Microsoft Word 2007/2010 - Intermediate
Course Format:	Instructor-led, hands-on

- Course Description:
- Manage lists.
- Customize tables and charts.
- Present a professional appearance to your documents by customizing formatting.
- Customize styles for document elements.
- Modify pictures in a document.
- Create customized graphic elements.
- Structure content using Quick Parts.
- Control text flow.
- Automate common tasks and automate document creation
- Perform mail merges

Includes course manuals, hands-on activities

Course Length:	1 Day
Prerequisites:	A basic knowledge of Word Level 1 recommended.
# of students/class:	Minimum of 5 and maximum of 15
Class Schedules:	As agreed to between ordering agency and Assessment and Testing Services, LLC
Class Location:	Client Site

Course Name:	Microsoft Word 2007/2010 - Advanced
Course Format:	Instructor-led, hands-on

Course Description:

- Use Microsoft Office Word 2007 or 2010 with other programs.
- Collaborate on documents.
- Manage document versions.
- Add reference marks and notes.
- Make long documents easier to use.
- Secure a document.
- Create forms.
- Use XML in Word.

Includes course manuals, hands-on activities

Course Length: 1 Day

Prerequisites: A basic knowledge of Word Level 1 & 2 recommended.

# of students/class: Minimum of 5 and maximum of 15

Class Schedules: As agreed to between ordering agency and Assessment and Testing Services, LLC

Class Location: Client Site

Course Name: Microsoft Access 2007/2010 - Basic

Course Format: Instructor-led, hands-on

- Course Description:
- Design a simple database.
- Build a new database with related tables.
- Manage the data in a table.
- Query a database using different methods.
- Design forms
- Generate reports.

Includes course manuals, hands-on activities

Course Length: 1 Day

Prerequisites: A basic knowledge of desktop computer programs recommended.

# of students/class: Minimum of 5 and maximum of 15

Class Schedules: As agreed to between ordering agency and Assessment and Testing Services, LLC

Class Location: Client Site

Course Name:	Microsoft Access 2007/2010 - Level 2 – Intermediate
Course Format:	Instructor-led, hands-on
Course Description:	

- Modify the design and field properties of a table to streamline data entry.
- Retrieve data from tables using joins.
- Create flexible queries to display specified records, allow for user-determined query criteria, and modify
- data using queries.
- Enhance the capabilities of a form.
- Customize reports to organize the displayed information and produce specific print layouts.
- Share Access data across other applications

Includes course manuals, hands-on activities

Course Length:	1 Day
Prerequisites:	A basic knowledge of Access 1 recommended.
# of students/class:	Minimum of 5 and maximum of 15
Class Schedules:	As agreed to between ordering agency and Assessment and Testing Services, LLC
Class Location:	Client Site

Course Name:	Microsoft Access 2007/2010 - Advanced
Course Format:	Instructor-led, hands-on
Course Description:	

- Restructure the data into appropriate tables to ensure data dependency and minimize redundancy.
- Write advanced queries to analyze and summarize data.
- Create and revise Access macros.
- Display data more effectively in a form.
- Customize reports by using various Access features, thus making them more effective.
- Maintain your database using tools provided by Access.

Includes course manuals, hands-on activities

Course Length:	1 Day
Prerequisites:	A basic knowledge of Access 1&2 recommended.
# of students/class:	Minimum of 5 and maximum of 15
Class Schedules:	As agreed to between ordering agency and Assessment and Testing Services, LLC

Class Location:	Client Site

Course Name:	Microsoft PowerPoint 2007/2010 - Basic
Course Format:	Instructor-led, hands-on
Course Description:	

- Create a presentation. You will also add text and themes to a presentation.
- Format text on slides.
- Add graphical objects to a presentation.
- Modify objects on slides.
- Add tables and charts to a presentation.
- Prepare to deliver a presentation.

Includes course manuals, hands-on activities

Course Length:	1 Day
Prerequisites:	A basic knowledge of desktop computer programs recommended.
# of students/class:	Minimum of 5 and maximum of 15
Class Schedules:	As agreed to between ordering agency and Assessment and Testing Services, LLC
Class Location:	Client Site

Course Name:	Microsoft PowerPoint 2007/2010 - Advanced
Course Format:	Instructor-led, hands-on
Course Description:	

- Customize the PowerPoint environment.
- Customize a design template.
- Add diagrams to your presentation.
- Add special effects to a PowerPoint presentation.
- Use the various options to customize slide shows.
- Use PowerPoint to publish slides to a slide library and secure your presentations.
- Finalize a presentation.

Includes course manuals, hands-on activities

Course Length:	1 Day
Prerequisites:	A basic knowledge of Microsoft PowerPoint Level 1recommended.
# of students/class:	Minimum of 5 and maximum of 15

Class Schedules:	As agreed to between ordering agency and Assessment and Testing Services, LLC
Class Location:	Client Site

Course Name:	Microsoft Outlook 2007/2010 - Basic
Course Format:	Instructor-led, hands-on
Course Description:	Upon successful completion of this course, students will be able to: Identify the components of the Outlook environment and compose and respond to a simple message. Compose messages. Use folders to manage mail. Schedule appointments. Schedule meetings. Manage contacts and contact information. Create and edit tasks. Create and edit notes. *Includes course manuals, hands-on activities*
Course Length:	1 Day
Prerequisites:	Basic familiarity with Windows
# of students/class:	Minimum of 5 and maximum of 15
Class Schedules:	As agreed to between ordering agency and Assessment and Testing Services, LLC
Class Location:	Client Site

Course Name:	Microsoft Outlook 2007/2010 - Intermediate
Course Format:	Instructor-led, hands-on
Course Description:	Upon successful completion of this course, students will be able to: Track work activities using the Outlook Journal. Customize the calendar by setting various calendar options. Modify message options. Make folder information available to other Outlook users. Assign and track tasks. Customize the Outlook environment. Sort, find and color-code items in your mailbox and calendar. *Includes course manuals, hands-on activities*
Course Length:	1 Day
Prerequisites:	Outlook 2007/2010 Basic or equivalent experience
# of students/class:	Minimum of 5 and maximum of 15
Class Schedules:	As agreed to between ordering agency and Assessment and Testing Services, LLC
Class Location:	Client Site

Course Name:	Microsoft Outlook 2007/2010 - Advanced
Course Format:	Instructor-led, hands-on
Course Description:	Upon successful completion of this course, students will be able to: Communicate using MSN Messenger. Personalize your mail by using stationery and signatures. Organize Outlook items by grouping, creating Search Folders, setting rules, and applying conditional formatting. Use contacts to share, link, and communicate information. Save and archive mail. Create a custom form. Set up your computer for offline and remote use. *Includes course manuals, hands-on activities*
Course Length:	1 Day
Prerequisites:	Outlook 2007/2010 Intermediate or equivalent experience
# of students/class:	Minimum of 5 and maximum of 15
Class Schedules:	As agreed to between ordering agency and Assessment and Testing Services, LLC
Class Location:	Client Site

Course Name:	Microsoft Publisher 2007/2010 - Basic
Course Format:	Instructor-led, hands-on
Course Description:	Upon successful completion of this course, students will be able to: Create a one-page publication. Modify a publication's layout and structure. Edit content in a publication. Format text. Format pictures. Identify the options for distributing a publication. *Includes course manuals, hands-on activities*
Course Length:	1 Day
Prerequisites:	Basic understanding of personal computers and use of a mouse and keyboard
# of students/class:	Minimum of 5 and maximum of 15
Class Schedules:	As agreed to between ordering agency and Assessment and Testing Services, LLC
Class Location:	Client Site

Course Name:	Microsoft Visio 2007/2010 - Basic
Course Format:	Instructor-led, hands-on
Course Description:	Upon successful completion of this course, students will be able to: Identify the various

types of drawings you can create using Visio and navigate in a Visio document. Drag shapes from Visio stencils and resize, rotate, align, and transform them. Increase your productivity with smart features, such as numbering shapes automatically, duplicating shapes quickly, and grouping and aligning. Create a flowchart or a cross-functional flowchart. Create an organization chart manually or generate one from a text file. Create an office floor plan to scale.

Includes course manuals, hands-on activities

Course Length:	1 Day
Prerequisites:	Basic understanding of personal computers and use of the mouse and keyboard
# of students/class:	Minimum of 5 and maximum of 15
Class Schedules:	As agreed to between ordering agency and Assessment and Testing Services, LLC
Class Location:	Client Site

Course Name:	Microsoft Visio 2007/2010 - Advanced
Course Format:	Instructor-led, hands-on
Course Description:	In this course, students expand their Visio skills by working with many advanced features, including the drawing tools, creating and working with custom stencils and templates, and sharing their Visio drawings with other applications.
	Includes course manuals, hands-on activities
Course Length:	1 Day
Prerequisites:	Microsoft Visio 2007/2010 – Basic or equivalent experience
# of students/class:	Minimum of 5 and maximum of 15
Class Schedules:	As agreed to between ordering agency and Assessment and Testing Services, LLC
Class Location:	Client Site